

WSA 2002 Planning – Process Calendar

- October 15: Programs and Planning distributes 2002 project plan template to WSA/INBIFO personnel.
- November 9: Project plans are due to program area coordinators. Functional management review of project plans should be completed prior to providing project plans to coordinators. *(both)*
- November 14: *Coordinators report to RPS (completion / program needs)*
Project plans are due to Valerie King by the program area coordinators.
- November 27-28: RPS staff and program area coordinators complete 2002 plan review (2 days). The objective of this review is to review and approve the project details (e.g., objective, approach, timing) and to identify resource issues (e.g., overallocation, duplication, gaps).
- The review will be structured as follows:
- I. Proposed Projects**
 - Acceptability Assessment – Podraza
 - Clinical Testing - Roethig
 - Cancer – Tricker
 - CVD – Von Holt
 - COPD – McKinney
 - Repro – Dempsey
 - ETS – Sanders
 - Smoking Behavior – Davies
 - Non-Clinical Testing – Reininghaus
 - Non-Clinical Research – Reininghaus
 - Communication – Walk
 - Reduced Harm Evaluation/Guidance – Patskan
 - II. Resource Assessment**
 - Activities/Projects – functional managers
 - Gaps – functional managers
- December 3: Program area coordinators have communicated all feedback from the 2002 plan review to project leaders. Feedback on proposed projects will fall into one of the following categories:
- project approved as proposed
 - project approved pending modifications
 - project postponed/stopped (due to resource or other issues)
- Functional managers will communicate feedback from the resource assessment.
- December 10: Project leaders provide final project plans to Valerie King. These plans will be entered into the project tracking database. Valerie will provide copies to the program coordinators once entered.